

SUMMATIVE CONFERENCING FORM EDUCATION ADMINISTRATORS

ANALYSES OF PERFORMANCE AND BASES FOR INDIVIDUAL PROFESSIONAL GROWTH PLAN SUMMATIVE EVALUATION

(Evaluator and evaluatee discuss and complete prior to developing the administrator's professional growth plan and summative evaluation instruments. This analyses document is the summary of data collected for formative purposes such as: observations, professional development activities, portfolio entries, products, work samples, reports, etc.)

Evaluatee/Observee _____ Position _____

Evaluator/Observer _____ Position _____

Date of Conference (Analysis) _____ School/Work Site _____

Standards/Functions	Performance/Product/Portfolio o Ratings			Professional Growth Activities
	(*More than one (1) rating can be checked)			
Standard 1: <i>An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.</i>	Meets	Growth Needed	Does Not Meet	Discussed
A. Collaboratively develop and implement a shared vision and mission.				
B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning.				
C. Create and implement plans to achieve goals.				
D. Promote continuous and sustainable improvement.				
E. Monitor and evaluate progress and revise plans.				
Overall rating for Summative Evaluation Form				

Standard 2: <i>An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.</i>				
	Meets	Growth Needed	Does Not Meet	Discussed
A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations.				

B. Create a comprehensive, rigorous, and coherent curricular program.				
C. Create a personalized and motivating learning environment for students.				
D. Supervise instruction				
E. Develop assessment and accountability systems to monitor student progress.				
F. Develop the instructional and leadership capacity of staff.				
G. Maximize time spent on quality instruction.				
H. Promote the use of the most effective and appropriate technologies to support teaching and learning.				
I. Monitor and evaluate the impact of the instructional program.				
Overall rating for Summative Evaluation Form				

Standard 3: <i>An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.</i>				
	Meets	Growth Needed	Does Not Meet	Discussed
A. Monitor and evaluate the management and operational systems.				
B. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources.				
C. Promote and protect the welfare and safety of students and staff.				
D. Develop the capacity for distributed leadership.				
E. Ensure teacher and organizational time is focused to support quality instruction and student learning.				
Overall rating for Summative Evaluation Form				

Standard 4: <i>An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.</i>				
	Meets	Growth Needed	Does Not Meet	Discussed
A. Collect and analyze data and information pertinent to the educational environment.				
B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources.				
C. Build and sustain positive relationships with families and caregivers.				
D. Build and sustain productive relationships with community partners.				
Overall rating for Summative Evaluation Form				

Standard 5: <i>An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.</i>				
	Meets	Growth Needed	Does Not Meet	Discussed
A. Ensure a system of accountability for every student's academic and social success.				
B. Model principles of self-awareness, reflective practice, transparency, and ethical behavior.				
C. Safeguard the values of democracy, equity, and diversity.				
D. Consider and evaluate the potential moral and legal consequences of decision making.				
E. Promote social justice and ensure that individual student needs inform all aspects of schooling.				
Overall rating for Summative Evaluation Form				

Standard 6: <i>An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.</i>				
	Meets	Growth Needed	Does Not Meet	Discussed
A. Advocate for children, families, and caregivers.				
B. Act to influence local, district, state, and national decisions affecting student learning.				
C. Assess, analyze, and anticipate emerging trends and initiatives in order to adapt leadership strategies.				
Overall rating for Summative Evaluation Form				

*This column provides for one or more rating. For example, an evaluatee might simply *"meet"* the performance criteria and that cell alone would be checked. Also, an evaluatee could *"meet"* the performance criteria yet *"need growth"* in a refinement/enrichment phase of professional growth; and two ratings would be checked. Likewise, one could *"not meet"* the performance criteria and *"need growth."* If the *"does not meet"* cell is checked, the cell *"growth needed"* must be checked.